

**Futures
for Students in the
Alberta Public Service**

**A
Comprehensive
Handbook for Student
Counsellors &
Placement
Officers**

Making Alberta **stronger**



Futures for Students in the Alberta Public Service

A COMPREHENSIVE HANDBOOK

FOR STUDENT COUNSELLORS &

PLACEMENT OFFICERS

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FOREWORD

This handbook is designed for student counsellors and placement officers, so they may inform students of the many career choices and challenging opportunities available within the Alberta public service. We thank everyone who helped with the development of the booklet, and offered their suggestions and expertise.

If you would like more information, or if you would like one of our representatives to meet with you or your students, please telephone us toll-free at 310-0000 and ask for the Personnel Administration Office information at 420-4300. In Edmonton, simply dial 420-4300.

CONTENTS

1. The Alberta Public Service: Making Alberta stronger.

- Employment in the Alberta public service
- Alberta public service employees: Making Alberta stronger.
- The Alberta Government: An Employer of Choice

2. Special Programs for Students and Recent Graduates

- Internships
- Co-op opportunities
- Summer opportunities
- Work experience opportunities

3. Department Information and Contacts

4. For Additional Information

Consumer Relations
Officer

Conversation Officer

Cook

Correction Officer

Correctional Services
Worker

Cultural Consultant

Duplicating Equipment
Operator

Economist

Electrician

THE ALBERTA PUBLIC SERVICE: Making Alberta **stronger.**

The Alberta public service is an organization of approximately 19,000 men and women located in over 160 centres across the province. As employees of the Government of Alberta, they ensure quality, affordable services for Albertans.

We recruit to hundreds of different occupations for employees who are as varied as the 19 departments in which they work. On any given day in Alberta, there's a beef specialist in Fairview advising a cow/calf producer. At Calgary's Young Offender Centre, a director is working with children in trouble with the law. In Edmonton, a researcher is analyzing population trends against future program needs for seniors.

It's all in a day's work. But regardless of their occupation, Alberta public service employees will tell you there are common threads. Their work is challenging. Their jobs are always changing. And they are making a contribution on behalf of the people of Alberta.



EMPLOYMENT IN THE ALBERTA PUBLIC SERVICE

While most jobs are located in Edmonton, there are many Alberta government employees who work in cities, towns and municipalities across the province. Generally, jobs are permanent full-time positions; however, part-time, seasonal and temporary employees are also part of the provincial government workforce.

Equipment Operator

Employees work for one of 19 departments, or various agencies, boards and commissions. Each department is headed by a deputy minister, a member of the Alberta public service who in turn reports to the department's minister, an elected official. Government policy and legislation are determined by elected representatives, while government departments are accountable for implementation.

Executive Assistant

Approximately 75 per cent of Alberta government employees are members of the Alberta Union of Provincial Employees (AUPE). AUPE is the bargaining agent for all unionized employees. The Alberta government works with AUPE on many initiatives affecting employees, including worksite health and safety.

Executive Manager

Careers with the government are abundantly diverse, in areas such as computing systems; technology; maintenance and trades; regulation and enforcement; education and training; natural sciences and agriculture; media and information; health and social sciences; culture and recreation; management and administration; or administrative support.

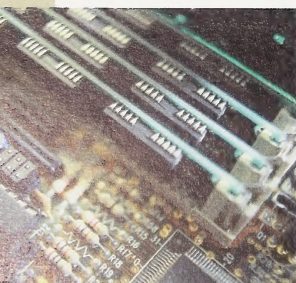
Field Supervisor

As a student counsellor or placement officer, we would like you to know that completion of a relevant post-secondary education program is a minimum requirement for most of our entry-level positions. On occasion there are opportunities for high school graduates.

Fish & Wildlife
Technician

Forester

Forestry Aide



Forestry Officer

Historical Research
Officer

Home Economist

Hospital Patient Care
Consultant

Houseparent

Human Resource
Consultant

Human Rights Officer

Industrial Development
Officer

Information Officer

ALBERTA PUBLIC SERVICE EMPLOYEES: Making Alberta **stronger.**

The Alberta public service is recognized as one of the best in Canada and regarded as a true asset to the province. Other provincial governments continually 'call on Alberta' for expert advice on leading-edge programs and policies.

Employees, through their creativity and commitment, build the Alberta public service's reputation for excellence. Not satisfied with the status quo, they search for ways to continually improve. They're customer-driven and committed to high performance. Through it all, they show respect for the people they serve.

Distinction for Alberta's public service has also grown because employees have adapted to the changing role of the provincial government. Previously, employees were delivering day-to-day programs and services. Now, many use their skills behind the scenes, directing the delivery of quality services by contractors, agencies or individuals. They have become experts in public policy and contract coordination, relationship building, service provision and information brokering - change agents for the government and the work it performs.



THE ALBERTA GOVERNMENT: AN EMPLOYER OF CHOICE

The provincial government offers a dynamic, challenging work environment where employees can grow and realize their fullest potential. As a major Alberta employer, the provincial government makes sure its human resource programs help attract, motivate and retain the best in the business.

COMPENSATION AND BENEFITS

The Alberta government keeps its compensation package competitive to the market. A full range of benefits, including pension, health and dental, life insurance and disability plans, is also competitive by industry standards.

CAREER DEVELOPMENT

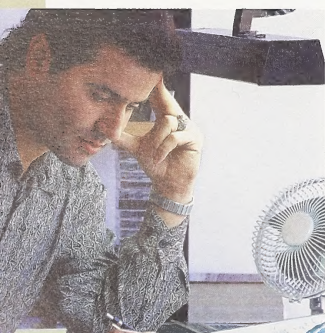
The provincial government supports continuous learning for employees, to help the Alberta public service maintain its status as a leading-edge organization. Departments use training courses and conferences, developmental assignments, on-the-job training and memberships in professional associations so that employees can keep improving their skills and competencies.

REWARDS AND RECOGNITION

Alberta government employees are rewarded and recognized for their achievements. On a government-wide basis, the Premier's Award of Excellence honors teams of employees who demonstrate superior customer service and business practices in a supportive work environment. These awards show all Albertans how employees who use ingenuity and initiative benefit the Alberta public service and the province. Individual departments also recognize their employees, through a wide range of service, merit and retirement awards.

WORK ENVIRONMENT

The Government of Alberta provides a safe work environment to support employee well-being. While the majority of employees are full-time, some prefer the benefits of part-time employment or job-share arrangements. Where possible, departments support flexible work arrangements for employees.



SPECIAL PROGRAMS FOR STUDENTS AND RECENT GRADUATES

We welcome applications from students and graduates for any of our regular job postings. However, we recognize that most students and recent graduates need to gain work experience in their field of study. Our student work programs have been introduced to help the Alberta public service maintain its tradition of excellence, by hiring and developing students and recent graduates to be competitive for future vacancies. Work experience, internships, and co-operative programs allow new workforce recruits to gain valuable career experience in the Alberta public service. They also help departments attract talented employees who will help the Alberta public service continue to offer top-notch programs and services. Each department determines the extent to which it will participate in programs aimed at integrating students and recent graduates into the workforce. You can direct students wanting information to our student Web site at www.gov.ab.ca/jobs.

OPPORTUNITIES FOR RECENT GRADUATES

INTERNSHIPS

Internship opportunities are time-certain job assignments within the Alberta public service that allow recent graduates to learn what working for government is all about. In addition, students gain hands on experience in the field of their choice, the chance to work in a challenging job environment, the option of working in a variety of locations across Alberta, and the prospect of working with some of the latest technology available.



Commonly asked questions include:

Q: *What is the time-frame?*

A: Most internship placements are from six months to two years in duration. In special circumstances, the program may also offer three-year terms.

Q: *Where are positions posted?*

A: Internship opportunities are normally advertised in The Bulletin (our weekly publication of provincial government jobs, available at Alberta government offices and Human Resources Development Canada offices throughout Alberta) and The Bulletin Online (www.gov.ab.ca/jobs), as well as at post-secondary institutions offering programs of study relevant to the position being advertised.

Q: *Who can apply for intern positions?*

A: Because the internship program is intended to integrate recent graduates into the workforce, applicants must have completed their relevant program training within the last two years. Applicants must also qualify by being a Canadian citizen, permanent resident, or eligible to work in Canada.

Q: *What is the application process?*

A: Each government department will specify the method by which it will accept applications. Check the position advertisement for information on how to apply. All applications must be submitted by the application deadline.

CO-OP OPPORTUNITIES

The Alberta government offers many co-op opportunities for students enrolled in post-secondary institutions offering this option. Co-op opportunities are time-certain job assignments within the Alberta public service that allow students to learn more about working for government. In addition, this process integrates students' academic study with related hands on experience in the field of their choice. Co-op students take on a number of different short-term assignments and projects.



Common questions and answers include:

Q: *What is the time-frame?*

A: Most co-op placements are between four and eight months in length, but this can vary, depending on the nature of the work involved and the program of study.

Q: Where are positions posted?

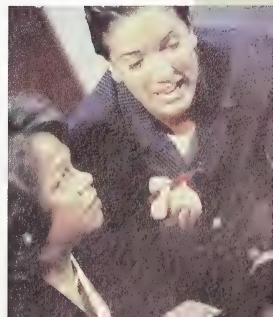
A: Co-op opportunities are normally advertised at post-secondary institutions that participate in co-operative education.

SUMMER OPPORTUNITIES

Alberta government departments offer various opportunities for students seeking employment during the summer months. Summer work opportunities may be advertised in *The Bulletin* (our weekly publication of provincial government jobs, available at Alberta government offices and Human Resources Development Canada offices throughout Alberta), *The Bulletin Online* (www.gov.ab.ca/jobs), and at campus placement offices.

WORK EXPERIENCE OPPORTUNITIES

The Alberta public service supports a wide range of student work experience opportunities. Work experience opportunities are normally advertised at post-secondary institutions that participate in student work programs. As well, departments may participate in high school work experience programs, whereby students earn high school credits in return for their work.



DEPARTMENT INFORMATION AND CONTACTS

As you can see from the following, the work of the Alberta government is very diverse, requiring a highly skilled and versatile workforce. Please encourage students to research any departments of special interest to them. They can go to the Web site addresses listed here, or they can go to www.gov.ab.ca and click on "Departments." Students outside the Edmonton area calling these departments may reach them toll-free by dialing 310-0000, and asking for the telephone number listed.

Department	Function / Human Resource Offices Telephone Numbers and Department Web Addresses
Agriculture, Food and Rural Development	Supports the sustainable growth and development of a market-driven agriculture and food industry in Alberta. Tel. (780) 427-2111 Fax. (780) 427-3398 Web Address: www.agric.gov.ab.ca
Children's Services	Works to enhance the ability of families and communities to develop nurturing and safe environments for children, youth and individuals. Tel. (780) 427-7277 Fax. (780) 427-1018 Web Address: www.gov.ab.ca/cs
Community Development	Helps communities achieve their goals and through leadership, protection and partnerships, helps all Albertans participate fully in the social, cultural and economic life of the province. Tel. (780) 427-2546 Fax. (780) 422-3142 Web Address: www.gov.ab.ca/mcd
Economic Development	Focuses on the government's 'prosperity' core business of strengthening economic growth, supporting job creation by the private sector, and helping Albertans build a future for themselves and their children. Tel. (780) 422-1674 Fax. (780) 422-1759 Web Address: www.alberta-canada.com
Environment	Protects and enhances the environment and the management of renewable resources (water, air, forests, land, fish, wildlife and parks). Tel. (780) 427-6201 Fax. (780) 427-2513 Web Address: www.gov.ab.ca/env
Gaming	Licenses, regulates and monitors gaming and liquor activities; supports initiatives to ensure integrity and social responsibility in the operation of gaming and liquor activities; collects gaming and liquor revenue; disburses provincial lottery revenues; supports initiatives to address problem gambling; and sponsors research through the Alberta Gaming Research Council. Tel. (780) 447-8600 Fax. (780) 447-8916 Web Address: www.gaming.gov.ab.ca/

DEPARTMENT INFORMATION AND CONTACTS CONTINUED

Department	Function / Human Resource Offices Telephone Numbers and Department Web Addresses
Government Services	<p>Partners with governments, stakeholders and business to: provide a secure, high-quality and innovative gateway to a wide range of registry and related services; facilitate, support, regulate and enforce high standards of consumer protection and business practices; and support the regulatory review secretariat in its mandate to reduce regulatory red tape and complexity throughout government.</p> <p>Tel. (780) 427-4860 Fax. (780) 422-0214 Web Address: www.gov.ab.ca/gs</p>
Health & Wellness	<p>Improves the health of Albertans and the quality of the health system; works to achieve that mission by concentrating on four core businesses: setting direction, policy and provincial standards; allocating resources; ensuring delivery of quality health services; and measuring and reporting on performance across the health system.</p> <p>Tel. (780) 427-1524 Fax. (780) 427-5597 Web Address: www.health.gov.ab.ca</p>
Human Resources & Employment	<p>Contributes to the Alberta advantage by working with partners to: assist Albertans to reach their full potential in society and the economy; foster safe, fair, productive and innovative workplaces; and support those in need.</p> <p>Tel. (780) 427-7276 Fax. (780) 427-3937 Web Address: www.gov.ab.ca/hre</p>
Infrastructure	<p>Responsible for providing safe and effective highways; ensuring the safety of those travelling on Alberta's roadways; managing the development of seniors' lodges, learning, health-care and water management facilities; and planning, constructing, operating and maintaining government-owned facilities.</p> <p>Tel. (780) 427-4359 Fax. (780) 422-5138 OR Tel. (780) 422-0347 Fax. (780) 422-6504 Web Address: www.tu.gov.ab.ca/</p>
Innovation and Science	<p>Enhances the contribution of science, research and communications technology to the sustainable prosperity and quality of life of all Albertans.</p> <p>Tel. (780) 427-4359 Fax. (780) 422-5138 Web Address: www.gov.ab.ca/is</p>
International and Intergovernmental Relations	<p>Leads in the development of government-wide strategies and policies, both for Alberta's relations with other governments—within Canada and around the world—and in provincial relations with the Aboriginal community.</p> <p>Tel. (780) 422-4493 Fax. (780) 422-5362 Web Address: www.iaa.gov.ab.ca</p>

DEPARTMENT INFORMATION AND CONTACTS CONTINUED

Department	Function / Human Resource Offices Telephone Numbers and Department Web Addresses
Justice & Attorney General	<p>Ensures equality and fairness in the administration of justice in Alberta.</p> <p>Tel. (780) 427-4978 Fax. (780) 422-1330</p> <p>Web Address: www.gov.ab.ca/just</p>
Learning	<p>Leadership and work with partners builds a globally recognized lifelong learning community that enables Albertans to be responsible, caring, self-reliant and contributing members of a knowledge-based and prosperous society.</p> <p>Tel. (780) 427-2058 Fax. (780) 422-2114 OR</p> <p>Tel. (780) 422-4493 Fax. (780) 422-5362</p> <p>Web Address: www.learning.gov.ab.ca</p>
Municipal Affairs	<p>Ensures public confidence in local government; provides comprehensive safety systems and services for disasters and emergency situations; and supports open, accountable government and the protection of privacy for Albertans through the Freedom of Information and Protection of Privacy Act.</p> <p>Tel. (780) 427-4860 Fax. (780) 422-0214</p> <p>Web Address: www.gov.ab.ca/ma</p>
Personnel Administration Office	<p>Provides corporate human resource strategies and policy frameworks that support the direction of government and the business of departments.</p> <p>Tel. (780) 420-4312 Fax. (780) 422-5428</p> <p>Web Address: www.gov.ab.ca/pao</p>
Public Affairs Bureau	<p>Supports the government in its ongoing dialogue with Albertans by providing quality, coordinated and cost-effective communications and consulting services.</p> <p>Tel. (780) 427-9234 Fax. (780) 422-4168</p> <p>Web Address: www.gov.ab.ca/pab</p>
Resource Development	<p>Responsible for optimizing the sustained contribution of the province's resources in the interests of Albertans.</p> <p>Tel. (780) 427-6768 Fax. (780) 422-4299</p> <p>Web Address: www.resdev.gov.ab.ca</p>
Treasury	<p>Encourages sound business planning and fiscal decisions by providing analysis and recommendations to the provincial treasurer, treasury board and cabinet; develops and maintains a framework for improving the accountability of ministries for their financial and business decisions and for reporting financial information; manages the province's financial assets and liabilities; collects revenue; and fosters an efficient financial marketplace through appropriate regulation.</p> <p>Tel. (780) 427-3070 Fax. (780) 422-0421</p> <p>Web Address: www.treas.gov.ab.ca</p>

Technical Aide

Technologist

Therapy Assistant

Trades Qualification Inspector

Trust Officer

Visitor Services Officer

Welfare Program Supervisor

FOR ADDITIONAL INFORMATION

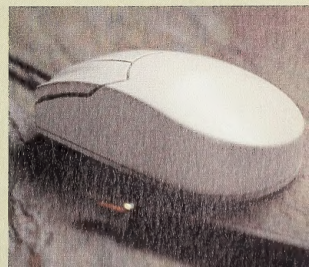
The Alberta public service is proud of its role in Making Alberta stronger. In 1998 an Ambassador Program was established to promote the Alberta public service as an employer, and share information with students and educational institutions. As public service employees, Ambassadors are always excited to share their positive experiences with others.

- To discover more about the Alberta public service, or if you would like to have one of our representatives meet with you or a student group, please call 310-000 toll free, and ask for the Personnel Administration Office. Or in Edmonton, simply dial 420-4300.

If you or your students would like further information on our career opportunities:

- Check our Web site at **www.gov.ab.ca/jobs**
- Watch for The Bulletin, our weekly publication of Alberta public service jobs, available free of charge at Alberta government offices and Human Resources Development Canada offices throughout Alberta.
- Check our recruitment ads in daily newspapers.

For details on our human resource practices and programs, benefits and employee information go to **www.gov.ab.ca/pao/**



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